

**Maine Department of Education
Food Program
23 State House Station
Augusta, ME 04333-0023
Tel. (207) 624-6882
Fax (207) 624-6841**

TRANSFER FORM FOR USDA FOODS

Transfers of USDA food may only be made between USDA recipient agencies. If you need help finding a recipient agency in your area, please contact us.

You must make your own arrangements to complete the transfer. This form should be completed at the time of the transfer. **Two copies must be made of this form – one for each agency with the original being sent to the above address.**

Name of Transferring Agency: _____
Address: _____
Telephone: _____
Name of Food Service Manager: _____
Date of Transfer: _____

Items Transferred:

Name of Receiving Agency: _____
Address: _____
Telephone: _____
Name of Food Service Manager: _____

| | |
|-----------------------------|-------|
| Signatures: _____ | _____ |
| Transferring Agency Manager | Date |
| | |
| _____ | _____ |
| Receiving Agency Manager | Date |

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COMPLAINT FORM FOR USDA FOODS

Name of Recipient Agency: _____

Address: _____

Telephone: _____

Name of Food Service Manager: _____

Name of Food: _____ Pack Date/Lot #: _____

Date Received: _____ Amount Received: _____

Date Problem Discovered: _____ Amount on Hand: _____

Date State Distributing Agency Notified: _____

Where and how was food stored? _____

Describe Problem: _____

Was it necessary to dispose of USDA food? Yes _____ No _____

CONCLUSION (FOR STATE USE ONLY)

Inspection Requested: Yes _____ No _____

Date of Inspection: _____

Date Inspection Report Received at State Distributing Agency: _____

Other Comments: _____

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LOSS/DISPOSAL FORM FOR USDA FOODS

METHOD OF DISPOSAL FOR USDA FOODS

1. When you discover out-of-condition USDA food, before taking any action, telephone our office to report the problem. We will advise you as to what to do with the food in question.
2. Complete the following form.
2. The form must be signed and dated by the Food Service Manager and a witness.
3. To dispose of the USDA food, please do the following:
 - a. Open the cans or bags of food and empty the contents into a garbage bag.
 - b. The empty cans or bags should be placed in another garbage bag or in recycling.
 - c. Dispose of the garbage bag(s) in your dumpster.
4. Make a copy of the completed form. Keep the original for your records and send the copy to:

Food Program
Maine Department of Education
23 State House Station
Augusta, ME 04333-0023

LOSS/DISPOSAL FORM FOR USDA FOOD

Name of Recipient Agency: _____

Address: _____

Telephone: _____

Name of Food Service Manager: _____

Date of Disposal: _____

| ITEMS DISPOSED OF | | | | | |
|-------------------|------------|---------------|--------------|------------|---------------|
| Quantity | Food Items | Date Received | Package Date | Lot Number | Other Numbers |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
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| | | | | | |
| | | | | | |

Reason for Disposal:

(Please state reason for disposal for **each** item. Specify the kind of spoilage found.)

Signatures:

Food Service Manager: _____

Title: _____ Date: _____

Witness: _____

Title: _____ Date: _____